

LOCATING A TRAVELER

STEP 1: Go to USDA eAuthentication

Login using your LincPass and clicking on the LOG IN icon. Alternatively, you may login by entering your User ID & Password and then clicking on the LOGIN button.

STEP 2: Agree to Privacy Act Notice

Logging into eAuthentication will take you to Concur's Privacy Act Notice page. Read the Warning and Privacy Act Notice then click on the I Agree button to continue to the Concur Home page.

STEP 3: Home Page

From the CGE Home Page, locate the "You are administering travel for" field on the upper right of page.

STEP 4: Locate Traveler

Select the "You are administering travel for" drop down box. Any Travelers for whom you have previously created or edited documents will appear in the drop down list. Select the name of the Traveler for whom you need to create or edit a new document. The Home Page will refresh to reflect this Traveler's travel documents.

STEP 5: Search for Travelers

If the Traveler does not appear in the drop down list, select the Search button on the right.

Enter the Traveler's first and last name in the "You are administering travel for" field. A list of Travelers with that name will appear below. Select the Traveler and then select the OK button. The Home Page will refresh to reflect this Traveler's travel documents. Note: If the Traveler does not appear using either search method, this Traveler may not be a member of a Group to which you have access. Contact your FATA if you need access to this Traveler.

The screenshot shows a web application window titled "You are administering travel for:". Below the title bar, there is a search input field containing the text "Jackson, Bob". To the right of the input field are two buttons: "OK" and "Cancel". A dropdown menu is open below the input field, displaying three user entries:

- Jackson, Bob**: HHS
bob.jackson@test.hhs (User Name)
robert.jackson@psc.hhs.gov (Email)
301-555-1212
- Jackson, Bob S. (SIT)**: HHSSIT
bob.jacksonsit@test.hhs (User Name)
robert.jackson@psc.hhs.gov (Email)
30144365855
- Jackson, Robert G.**: HHS
robert.jackson@test.hhs (User Name)
robert.jackson@psc.hhs.gov (Email)

In the background, parts of other sections are visible, including "ies in managing their GHGs curement Tool." and "**savings measures**".

You have successfully located a Traveler in CGE!